



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative: HUMAN CAPITAL Bureau Lead: Lead RMO Examiner: OPM HC Officer: Donald May	 Color Yellow Next ↑ est. by (3/30/2006)	Comprehensive human capital plan X developed, etc. on (2-2002) X results analyzed & used (6-2003) Organizational structures X current structure analyzed and restructuring begun (2-2002) X structure optimized & addressing future challenges (8-2004) Succession strategies X implemented (6/2004) ___ continuously updated talent pool assured (1/2007) (R) Performance appraisal plans adhere to merit system principles, etc. ___ SES & mgrs. (2/2006) (Y) ___ 60%+ of agency (2/2006) (G) ___ beta site completed (date) (G) Under representation X implemented strategies to address (10/2005) (G) X reduced & established process to sustain diversity (10/2005) (G) Skill gaps X workforce planning system implemented (12/2005) (G) X identify and set competency targets (G) (date) X significant reduction in mission critical gaps (12/2005) (G) X met competency gap targets (G) (12/2005) Hiring timelines reduced	 Color Green	<u>Actions taken this quarter:</u> Comprehensive human capital plan Organizational structures ITA's current structure was analyzed in Feb 2002 and again in March 2003 and June 2004. The ITA-wide reorganization, effective August 9, 2004, has created a more streamlined structure by reducing management layers, consolidating similar functions, and eliminating (where possible) the Division Director level of management. ITA has completed 90% of actions required to implement the mini-makeover to improve the ITA supervisory ratio. Succession strategies ITA is developing a cadre of new leaders through internal and external programs. Broader succession planning strategies include non-leadership positions as well. ITA is also building partnerships with universities to ensure a pool of qualified candidates is available to fill positions in critical mission areas. ITA currently has employees enrolled in all three of the Department's leadership development programs. Thirteen employees are participating in the SES Candidate Development Program; seven are participating in the Executive Leadership Development Program; and six are participating in the Aspiring Leadership Development Program. ITA OHRM is participating in the Postsecondary Intern Program (PIP) as a pipeline to attract and recruit college students for the Student Career Experience Program (SCEP). The program is a student-enriched program providing experiential training opportunities for undergraduate and graduate-level interns. ITA and its serviced	Assess general progress against Proud to Be goals <ul style="list-style-type: none"> Strong progress towards goals. The comprehensive and balanced performance measurement system being developed within PB Views will enable management to easily track progress towards goals, determine problem areas, perform root-cause analyses, and create effective solutions. Discuss critical actions planned for after FY 2006 Q2 (as appropriate) <ul style="list-style-type: none"> See planned actions to left OMB/OPM desired assistance <ul style="list-style-type: none"> Fill leadership spots Partner with existing staff to mentor and guide achievement of goals, as much institutional knowledge has been lost. Lift hiring freeze for certain critical positions within ITA/OHRM Risks and Barriers Transition of upper leadership <ul style="list-style-type: none"> ITA/OHRM's top three spots are vacant. We must fill these leadership spots so that decisions can be made and goals can be accomplished.

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006	COMMENTS
	<p><input checked="" type="checkbox"/> collects data & sets standard (10/2005) (G)</p> <p><input checked="" type="checkbox"/> on track to meet goals (G)</p> <p>Accountability system and reviews</p> <p><input type="checkbox"/> system developed (30% complete; Y) (6/30/2006)</p> <p><input checked="" type="checkbox"/> conducts reviews & takes corrective action (11/2005) (G)</p> <p><input type="checkbox"/> provided annual report</p>	<p>graduate-level interns. ITA and its serviced bureaus hosted three SCEP interns. ITA assisted these interns in identifying internship opportunities through SCEP, who were encouraged to apply for entry-level vacancies. These interns were advised to use their HACU and ORAU experience as work experience when applying for related positions. ITA OHRM continues to encourage program unit managers to hire PIP interns into entry-level positions.</p> <p>1. Several ITA employees have applied for DOC leadership development programs. OHRM anticipates that employees that graduate from these programs will be assigned to leadership positions.</p> <p>2. Analysis demonstrated that supervisors were not taking advantage of the opportunity to develop leadership competencies. To more effectively and efficiently build a leadership talent pool, OHRM developed a mandatory Supervisory Certification Program for FY06 in which supervisors are required to demonstrate their competencies before being released from probation.</p> <p>3. OHRM developed a tracking system to ensure new supervisors completed their probationary periods; to welcome new supervisors; to introduce new supervisors to the services provided by OHRM, including management training and employee relations services.</p> <p>OHRM has used the Federal Career Intern Program (FCIP) to fill one of its core occupations (accounting) and bridge competency gaps. OHRM recently hired two minority employees for the program.</p> <p>1. Performance appraisal plans adhere to merit system principles. etc.</p>	<p>The hiring freeze, accompanied by recent high turnover, has created a serious shortage of manpower.</p> <p>It is important the review of all Official Personnel Files for compliance with OPM guidelines is completed in 3rd qtr 06 in order to prepare for scanning of all OPFs to meet EHRI initiative of e-OPF.</p> <p>Prior to refining program unit and career stage competency models, Training Needs Analysis must first be completed.</p> <p>There is almost always high resistance to change. Therefore, effective change management techniques should be implemented when undergoing change.</p>

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>ITA trained ITA, BIS and NTIA supervisors, as well as all ITA and NTIA employees in order to aggressively implement the Department's 5-Level Performance Management System (PMS). As of October 25, 2005 we trained 87% of ITA Senior Executives, managers, supervisors and team leaders. The training was tailored to each organization's goals and provided lecture and guidance on performance management as a comprehensive HR system, with a focus on planning performance. The following topics were covered: cascading organizational goals; developing and assigned weights to critical elements; linking critical elements to organizational goals and objectives; and developing performance measures for critical elements. Additional material, which covered monitoring performance; developing employees to perform; rating performance and rewarding performance, was provided to participants to be read at their convenience. We are scheduled to train MBDA's leaders and or employees on the new PMS before the end of the first quarter of FY06.</p> <p>Created 5-Level PMS help section webpage.</p> <p>Reminded customers via email every other week of the Dec 30 deadline for implementing a 5-Level PMS.</p> <p>The following number of training sessions conducted on 5-Level PMS for leaders:</p> <ul style="list-style-type: none"> • IA 6 • BIS 7 • MBDA 1 • NTIA 4 <p>Which resulted in:</p> <ul style="list-style-type: none"> • 81% of ITA leaders trained. • 100% of BIS leaders trained. • 100% MBDA leaders trained 	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<ul style="list-style-type: none"> 100% of NTIA headquarters personnel employees and leaders trained. <p>Under representation ITA is addressing under-representation in certain groups in concert with the Department.</p> <p>Ongoing outreach activities are being used to sustain diversity. Currently, ITA's Asian population represents 5.2% of the workforce, and our Hispanic population represents 4% of the workforce. African Americans represent 18% of the workforce. (Note: these percentages do not include local hires and personal services contractors.)</p> <ol style="list-style-type: none"> 1. In this quarter, ITA made modest gains in some of the minority groups. 2. OHRM has used the Federal Career Intern Program (FCIP) to fill one of its core occupations (accounting) and bridge competency gaps. OHRM recently hired two minority employees for the program. 3. OHRM has advertised all sources jobs on a regular basis to target underrepresented minority groups by using the Automated Commerce Employment System's (ACES) Diversity Notification feature, which sends employment opportunities and notices to minority institutions that have been targeted and identified by the Department. <p>ITA OHRM has designed and implemented a diversity profile website that is shared with ITA program units monthly. Its purpose is to provide each program unit and its hiring managers with updates on the diversity profile for their organizations. The website provides analyzed data and information to hiring managers that will assist them in making more informed diversity</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>hiring decisions.</p> <p>Skill gaps OHRM continues to align its training program with ITA's strategic goals. OHRM continues to define those competencies required to achieve ITA's strategic goals, measure existing competencies, and close competency gaps with appropriate training.</p> <p>Posted competency models on OHRM website for leaders' and employees' use in preparing Performance Plans and Individual Development Plans.</p> <p>1. In its plan to identify and close competency gaps in FY06, ITA leadership set aside part of its training budget to be managed by OHRM for the implementation of a comprehensive strategy to develop mission critical competencies. In the first quarter of FY06, OHRM offered training as identified in the FY06 strategy.</p> <p>2. In light of the success of making performance management training for supervisors mandatory, OHRM analyzed the effectiveness of its Leadership School. The analysis determined that supervisors were not taking advantage of the opportunity to develop the Office of Personnel Management's five Executive Core Competencies and the 27 leadership competencies. In order to more effectively and efficiently build a leadership talent pool, OHRM developed a mandatory Supervisory Certification Program for FY06 during which supervisors are required to demonstrate their competencies before being released from probation.</p> <p>3. The Manufacturing and Services (MAS) unit continued to identify creative ways to enhance the technical competencies of its staff.</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>As advisers to their Strategic Staffing Plan, OHRM recommended an Integrated Human Resources Process approach in order to develop a comprehensive recruiting, training and retention strategy to target competency gaps. We recommended recruiting, training, retention, and redeployment as appropriate, to identify and fill competency gaps.</p> <p>Hiring timelines reduced Implemented three performance metrics to track the 45-day hiring model.</p> <p>Continue to communicate the importance of the 45-day hiring model to our hiring managers via email.</p> <p>After the Department adjusted the STM system to include criteria in which to report data that will capture the 45-day hiring model, our HR Specialists now key data into STM which will allow us to run reports on the 45-day hiring model.</p> <p>Job aids (brochures and "mini-posters") were created to remind employees of the importance of entering dates into STM.</p> <p>Accountability system and reviews OHRM developed metrics and milestones for our four functional Groups to ensure that our programs aligned with our customers' needs, to improve overall customer service, and to improve efficiency and effectiveness.</p> <p>OHRM continues to develop new performance metrics and measurement systems to ensure strategic goals are being achieved in the most efficient and effective manner.</p> <p>OHRM created a Balanced Scorecard Strategy Map, which will guide the creation of Balanced</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>Scorecard metrics.</p> <p>OHRM created a draft of possible Balanced Scorecard metrics to implement.</p> <ul style="list-style-type: none"> • Finished 7 metrics • Created 5 surveys • Created brochures with tips to remind employees of process for entering dates into STM. <p>1. OHRM further analyzed the results of our annual customer satisfaction survey conducted in June. The survey provided customer feedback on four key areas: general customer service; timeliness; responsiveness; and technical adequacy of service. The additional analysis examined the qualitative feedback; identified performance gaps; performed root-cause analysis on problem areas; created possible solutions; and recommended solutions based on cost-benefit analyses. OHRM will use the results of the survey analysis to develop action plans by March 30, 2006 to better align our programs with customer needs; to improve overall customer service; and to improve efficiency and effectiveness.</p> <p>2. Based on the feedback provided in the customer service survey to improve the accuracy and timeliness of service provided, OHRM developed an Access database to log customer inquiries. The response given to each customer inquiry is logged, along with time and date. These entries are later reviewed by leadership, which provides coaching opportunities to improve the timeliness and quality of service provided.</p> <p>3. OHRM furthered its development of performance metrics to track performance in every aspect of the HR program. Each metric was defined by documenting the purpose of the measures; the specific source of the data; the</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>method for tracking the data; and the formula for calculating results. The measures are supportive of the OHRM mission: "To Attract, Recruit, Develop, and Retain a Diverse, High Performing Workforce." Eight of the eleven metrics and their measurement systems have been developed. The remaining three metrics and measurement systems will be defined and implemented by September 30, 2006.</p> <p>4. OHRM began implementing some of the measurement systems for its eleven performance metrics. For instance, ITA OHRM has designed and implemented a diversity profile website that is shared with ITA program units monthly. Its purpose is to provide each program unit and its hiring managers with updates on the diversity profile for their organizations. The website provides analyzed data and information to hiring managers that will assist them in making more informed diversity hiring decisions.</p> <p>5. OHRM started developing cost-for-performance metrics. These metrics will be used to motivate the division to deliver the customers' desired outcomes. Incentives and disincentives will be built into the model.</p> <p>6. OHRM has undertaken a feasibility study to determine the cost effectiveness of bringing contractors in to replace Federal Employees.</p> <p>7. To improve staff competencies and program effectiveness, six members of the OHRM staff graduated from the HR Certificate program that was offered centrally by the Department's OHRM.</p> <p>OHRM implemented a 45-day hiring model with success. The average days for Phase 1 of the Hiring Cycle from Jan 1, 2005 to Sep 26, 2005 was 13.08 days, which is less than the target of 15 days. 45-day model was included in OHRM</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>policy regarding selection of eligibles.</p> <p><u>Planned actions for next quarter:</u> Comprehensive human capital plan</p> <p>Organizational structures Once all of the SF-50's have been issued, the "mini-makeover to improve the ITA supervisory ratio project" will be complete. The projected completion date is March 30, 2006.</p> <p>Succession strategies</p> <p>Performance appraisal plans adhere to merit system principles, etc. OHRM will continue to manage its aggressive implementation of the 5-Level Performance Management System through training tailored to program unit or service bureau goals.</p> <p>Poll customers for # of approved performance plans submitted. Poll customers on issues encountered.</p> <p>Under representation</p> <p>Skill gaps OHRM will prepare an action plan for the development of a master critical element list for the program units and service bureaus by September 30, 2006.</p> <p>OHRM will develop an action plan for the implementation of individual development plans throughout ITA by September 30, 2006.</p> <p>Finish development of cost-for-performance metrics by March 30, 2006.</p>	



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006	COMMENTS
			<p>Complete draft of potential Balanced Scorecard metrics to implement by March 30, 2006.</p> <p>Write an SOP that will develop and issue guidance to ITA's managers and supervisors on maintaining Employee Performance Folders.</p> <p>Post Learning Management System (LMS) password application data on webpage and write fully staffed ITA announcements with links.</p> <p>Implement change to LMS inside Strategic Workforce Management Group (SWMG) by posting classes there and writing ITA announcements with links.</p> <p>Market LMS to customers.</p> <p>Develop fully staffed Individual Development Plan (IDP) training.</p> <p>Train all supervisors (not necessarily by program unit) and report success by program unit.</p> <p>Draft memo to DAS outlining the upcoming Training Needs Assessment; set interview dates with DAS, Training Reps and Focus Groups.</p> <p>Hiring timelines reduced Develop a workshop for hiring officials on the development of effective vacancy announcements by June 30, 2006.</p> <p>Manage the 45-day hiring cycle process. Continue to streamline the recruitment process and recruitment documentation process.</p> <p>Accountability system and reviews Establish resources within OHRM to implement OHRM's accountability systems and reviews by March 30, 2006.</p>	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)			PROGRESS First Quarter, FY 2006		COMMENTS
				<p>Finalize contract with vendor to conduct 100% in-depth review of all Official Personnel Files for compliance with OPM guidelines.</p> <p>Complete draft of potential Balanced Scorecard metrics to implement by March 30, 2006.</p> <p>Create at least one metric within the Balanced Scorecard to track each of the five categories of the Human Capital Standards for Success by March 30, 2006</p> <p>Use the results of the customer survey analysis to develop action plans by March 30, 2006 that will: better align our programs with customer needs; improve overall customer service; and improve program efficiency and effectiveness. An example of an action plan already created and implemented is the customer service issues database.</p> <p>Define and implement the remaining three metrics and measurement systems for OHRM by March 30, 2006.</p> <p>Analyze the results of the feasibility study to determine the cost effectiveness using contractors in lieu of Federal Employees by September 30, 2006.</p> <p>Finish development of cost-for-performance metrics by March 30, 2006.</p>	



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative: COMPETITIVE SOURCING Bureau Lead:	 Color Next ↑ est. by (date)	Approved competition plan ___ “yellow” plan (date) ___ “green” plan on (date) Standard competitions ___ one completed OR announced one > “yellow” plan FTEs (Y) (date) ___ announced in accordance with “green” plan schedule (G) (date) ___ completed ≥ 90% in A-76 timeframe past 4 Qs (G) (date) Standard and streamlined competitions ___ at least 10 or sufficiently large completed since Jan. 2001 (G)(date) ___ encourage participation by private and public sectors (G) (date) ___ reviewed once implemented (G)(date) Streamlined competitions completed in Circular timeframe ___ ≥ 75% during the past 2 Qs (date) ___ ≥ 95% during the past 4 Qs (date) Announced competitions cancelled ___ ≤ 20% in past two Qs (date) ___ ≤ 10% in past year (date) ___ Justifications for all commercial activities exempt from competition (G)(date) Savings	 Color	<u>Actions taken this quarter:</u> • Provide a brief summary of key actions. <u>Planned actions for next quarter:</u> • Outline key actions.	<ul style="list-style-type: none"> Assess general progress against Proud to Be goals (e.g., on track, aggressive, slippage, etc); highlight if change in momentum Discuss critical actions planned for after FY 2006 Q2 (as appropriate) If status is expected in change in next couple of quarters, what OMB assistance might be necessary. Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks to PMA implementation, changes in management at agency, etc.)



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
	___ anticipated net savings for past 2 Qs (Y) (date) ___ anticipated for past 3 Qs (G+) (date) ___ independently validated (G+) (date)			



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative: FINANCIAL PERFORMANCE Bureau Lead:	 Color Next ↑ est. by (date)	GREEN STANDARDS ___ Meets all yellow standards (date) ___ Uses financial info to drive results in key areas (date) ___ Expands routine data use (date) YELLOW STANDARDS ___ Clean annual audit (date) ___ qualified (date if relevant) ___ disclaimer (date if relevant) ___ Meets reporting deadlines (date) ___ FFMIA compliance reported (date) ___ No chronic or significant Anti-Deficiency Act Violations (date) ___ No repeat material auditor-reported internal control weaknesses (date) ___ new (enter # if applicable) ___ repeat (enter # if applicable) ___ No material non-compliance with laws or regulations (date) ___ No repeat material weaknesses in FMFIA (date) ___ for Section 2 (enter # if applicable) ___ for Section 4 (enter # if applicable)	 Color	<u>Actions taken this quarter:</u> • Provide a brief summary of key actions. <u>Planned actions for next quarter:</u> • Outline key actions.	<ul style="list-style-type: none"> Assess general progress against Proud to Be goals (e.g., on track, aggressive, slippage, etc); highlight if change in momentum Discuss critical actions planned for after FY 2006 Q2 (as appropriate) If status is expected in change in next couple of quarters, what OMB assistance might be necessary. Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks to PMA implementation, management changes at agency, etc.)



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative: E-GOVERNMENT Bureau Lead:	 Color Next ↑ est. by (date)	Enterprise Architecture ___ Has 3 in Completion or Use (date) ___ Has 3 in Completion & Use or at least 3 in results (date) Acceptable business cases for major systems ___ for more than 50% (date) ___ for all on __ (date)___ Cost/schedule/performance adherence for major IT ___ overruns/shortfalls < 30% (date) ___ EVMS shows overruns/shortfalls <10% (date) Security of all IT systems ___ 80% secured or IG verifies effectiveness (Y) (date) ___ 90% secured (G) (date) ___ IG verifies effective & rates certification as Satisfactory (G) (date) E-Gov implementation ___ has process & plan (date) ___ has implemented (date) MAINTAINING GREEN ___ all IT systems secure (date) ___ IT systems installed in accordance with security configurations (date) ___ consolidated/optimized all infrastructure for COOP ___ Privacy Impact Statements for 90% of applicable systems (date) ___ 90% of systems w/personally ID info have system of records (date)	 Color	<u>Actions taken this quarter:</u> • Provide a brief summary of key actions . <u>Planned actions for next quarter:</u> • Outline key actions.	<ul style="list-style-type: none"> Assess general progress against Proud to Be goals (e.g., on track, aggressive, slippage, etc); highlight if change in momentum Discuss critical actions planned for after FY 2006 Q2 (as appropriate) If status is expected in change in next couple of quarters, what OMB assistance might be necessary. Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks to PMA implementation, management changes at agency, etc.).

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative : BUDGET & PERFORMANCE INTEGRATION Bureau Lead:	 Color Next ↑ est. by (date)	Improved results/use of perf info ___ performance info used (date) ___ improved performance (date) Strategic and annual plans ___ limited # of goals & use PART measures (date) ___ AND focus on info used in senior mgmt. report (date) Performance appraisal plans adhere to merit system principles, etc. ___ SES & mgrs. (date) (Y) ___ 60%+ of agency (date) (G) ___ beta site completed (date) (G) Cost of achieving performance goals ___ full cost reported (date) ___ AND marginal cost reported (date) At least one efficiency measure per PARTed program ___ for ≥50% (date)___ [enter specific X%] ___ for all (date) Use of PART ratings ___ to justify requests, etc. and ≤ 50% RND for 2 yrs. in row (date) ___ direct improvements justify requests, etc. and <10% RND for 2 yrs. in row (date)	 Color	<u>Actions taken this quarter:</u> <ul style="list-style-type: none"> • Provide a brief summary of key actions. <u>Planned Actions for next quarter:</u> <ul style="list-style-type: none"> • Outline key actions. 	<ul style="list-style-type: none"> • Assess general progress against Proud to Be goals (e.g., on track, aggressive, slippage, etc); highlight if change in momentum • Discuss critical actions planned for after FY 2006 Q2 (as appropriate) • If status is expected in change in next couple of quarters, what OMB assistance might be necessary. • Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks to PMA implementation, management changes at the agency, etc.).

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of December 31, 2005)		PROGRESS First Quarter, FY 2006		COMMENTS
Initiative: R&D INVESTMENT CRITERIA Bureau Lead:	 Color Next ↑ est. by	<ul style="list-style-type: none"> Senior R&D managers across the agency: _ have practices that promote quality, relevance, and performance of R&D activities <u>(date)</u> _ meet at least quarterly to plan, coordinate, assess, and redirect agency R&D activities as appropriate <u>(date)</u> Of R&D programs assessed by the R&D PART, _ at least 50% are found to be "Moderately Effective" or better <u>(date)</u> _ at least 75% are found to be "Moderately Effective" or better <u>(date)</u> Agency budget proposals: _ to OMB use the R&D criteria <u>(date)</u> _ to OMB and Congress use the R&D criteria and document how the criteria have successfully influenced budget decisions and management changes. 	 Color	<u>Actions taken this quarter:</u> <ul style="list-style-type: none"> <u>Planned actions for next quarter:</u> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Assess general progress against Proud to Be goals (e.g., on track, aggressive, slippage, etc); highlight if change in momentum Discuss critical actions planned for after Q3 FY 2005 (as appropriate) If status is expected in change in next couple of quarters, what OMB assistance might be necessary. Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks to PMA implementation, management changes at the agency, etc.).

President's Management Agenda INTERNATIONAL TRADE ADMINISTRATION

INSTRUCTIONS FOR COMPLETING THE SCORECARD FORMAT

ACCOUNTABILITY/CONTACT INFORMATION

List the following for the initiative:

- name and title of the agency's lead
- name of the OMB Resource Management Office (RMO) examiner
- name of the initiative owner's staff lead

CURRENT STATUS COLUMN

Indicate the status rating (green, yellow, or red) for the quarter. To earn a yellow or green status rating, an agency must have achieved all the yellow or green Standards for Success. (See <http://www.results.gov/agenda/standards.pdf>)

If the status rating changed from the previous quarter, the rating should be followed by an up or down arrow, as appropriate. If the rating improved from red to green or deteriorated from green to red, use two arrows. Indicate the projected date (quarter and year) of the next status improvement. If the agency has already achieved green status for the initiative, the note can be deleted.

Example: Next ↑
 est. by
 FY 2006
 Q4

The current status column has been standardized to present a check list for the Standards for Success. All standards are preceded by an underscored space (__) where you should indicate (with a check or X) if the standard has been achieved. The presentation of the standards varies somewhat by initiative. Usually yellow and green standards are grouped under a topic area with the yellow standard listed first. When necessary a (Y), (G), or (G+) follows the standard to indicate whether it is a yellow, green, or maintaining green standard.

An agency must meet all the specifications of the standards to receive a check mark. (See <http://www.results.gov/agenda/standards.pdf> for the full description of the standard.) Due to space constraints, short hand descriptions have been used to identify the standards in the quarterly scorecards.

Space is provided to indicate the date that the standard was originally achieved or is expected to be achieved.

- Enter a date in each space indicated.
- Present the date as the month or quarter and the year.
- If the standard has been achieved, enter the date when it was first achieved. For instance, if an agency received its first clean audit opinion for its FY 2000 financial statements (and has received clean opinions each year since then) the date would be 3/2001, not the date corresponding to the most recent audit.
- It is understood that future dates are approximate and that estimates may change each quarter.
- In cases where a standard was achieved long ago, either an estimate or a less than symbol (<) with the word date should be entered in the space.
- If an estimate cannot be provided due to significant uncertainty, enter TBD in the space provided for the date.

Use bold to highlight any standard that was achieved in the past quarter

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PROGRESS COLUMN

Indicate the progress rating (green, yellow, or red) for the quarter based on the definitions listed below:

Definitions of Progress Evaluation

GREEN: Implementation is proceeding according to plans agreed upon with the agencies.

YELLOW: Slippage in implementation schedule, quality of deliverables, or other issues requiring adjustments by agency in order to achieve initiative on a timely basis.

RED: Initiative in serious jeopardy. Unlikely to realize objectives without significant management intervention

If the progress rating changed from the previous quarter, the rating should be followed by an up or down arrow, as appropriate. If the rating improved from red to green or deteriorated from green to red, two arrows should be used.

List key actions completed in the past quarter and key actions planned for the following quarter. Significant actions, either completed or planned, should be highlighted using bold typeface.

COMMENTS COLUMN

Provide additional information as necessary to enhance the presentation.

OVERALL

The quarterly scorecards should not exceed one page per initiative.

Do not delete or modify any of the standards listed in the status column.